

MINUTES  
MEETING OF THE CIA PROPERTY SURVEY BOARD  
Sanitized - Approved For Release : CIA-RDP54-00177A000100110071-3  
3 May 1949

ASSEMBLED : 0900 hours

MEMBERS PRESENT : Mr.  
Mr.  
Mr.  
Mr.  
Mr.

25X1A9a

OTHERS PRESENT : Miss

I. AUTHORITY: Pursuant to authority vested in the CIA Property Survey Board by a directive dated 7 March 1949, from the Director of Central Intelligence, a meeting was held in Room 200, 2210 E Street, N. W., Washington, D. C. on 3 May 1949.

II. MINUTES: The Minutes of meeting held 19 April 1949 were approved.

III. REQUEST OF AUTHORIZATION FOR DISPOSAL OF OUT-DATED BATTERIES:

A. A request from the Acting Chief, Supply Division for authority to dispose of Out-Dated Batteries was received by the Board at the meeting held on 19 April 1949. Action was deferred pending additional information from the Acting Chief, Supply Division.

B. Based on additional information received from the Acting Chief, Supply Division the Board unanimously decided that the responsible individual be relieved of responsibility for the disposition of the batteries.

25X1A9a IV. APPOINTMENT OF AN INDIVIDUAL TO ACT IN ACCORDANCE WITH PARAGRAPH 2-b, ADMINISTRATIVE INSTRUCTION NO. 40-11; It was agreed by all members of the Board that Mr. [REDACTED] be designated to act for the CIA Property Survey Board in accordance with paragraph 2-b, Administrative Instruction No. 40-11, dated 7 March 1949, this appointment to be retroactive to 19 April 1949. Survey Reports acted upon by the above designee will be presented to the Board after reading of the minutes.

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V. PREPARATION OF PROCEDURE FOR DISPOSAL OF SURPLUS PROPERTY; It was agreed that Mr. [REDACTED] would prepare a draft of instructions pertaining to the disposal of surplus property and same be presented at the next Board meeting for concurrence.

SURVEY REPORTS

Domestic

VI. NEW CASE:

00086: - Damages to 1948 Chevrolet sedan, Model FAM, Engine  
No. FAM-2641659, U. S. Plates No. 3299

It is the unanimous decision of the CIA Property Survey Board  
that the responsible individual be relieved from responsibility for  
the damage to the subject government property.

VII. ADJOURNMENT: On motion of the Chairman, the meeting was adjourned  
at 1105.

151  
[REDACTED]  
Chairman  
CIA Property Survey Board

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MINUTES  
MEETING OF THE CIA PROPERTY SURVEY BOARD  
Sanitized - Approved For Release : CIA-RDP54-00177A000100110071-3  
17 May 1949

ASSEMBLED : 0900 hours

MEMBERS PRESENT : Mr.  
Mr.  
Mr.  
Mr.  
Mr.

25X1A9a

OTHERS PRESENT : Miss

25X1A6b

I. AUTHORITY: Pursuant to authority vested in the CIA Property Survey Board by a directive dated 7 March 1949, from the Director of Central Intelligence, a meeting was held in Room 200, [REDACTED] Washington, D. C. on 17 May 1949.

II. MINUTES: The Minutes of meeting held 3 May 1949 were approved.

25X1A9a III. PRESENTATION OF APPROVED SURVEY REPORTS: In accordance with Administrative Instruction No. 40-11, paragraph 2-b, dated 7 March 1949, Mr. M. I. [REDACTED] presented approved Survey Report Nos. 00085, 00087, 00088, and 00089.

IV. PRESENTATION OF PROCEDURE FOR DISPOSAL OF SURPLUS PROPERTY: A draft of instructions pertaining to disposal of surplus property was presented by the Chairman. These instructions were discussed by the Board and concurred in by all members.

SURVEY REPORTS

Domestic

V. NEW CASE:

A. 00068 - Survey of Communications Supply Account No. 1

25X1A9a 1. Mr. [REDACTED], Member, asked permission from the Chairman to be disqualified as a voting member in this case.

2. Action was deferred on this case pending review of report by the Board members.

VI. ADJOURNMENT: On motion of the Chairman, the meeting was adjourned at 11:15.

/s/  
[REDACTED]  
Chairman  
CIA Property Survey Board

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ASSEMBLED : 0900 hours

MEMBERS PRESENT : Mr. [REDACTED]  
Mr. [REDACTED]  
Mr. [REDACTED]  
Mr. [REDACTED]  
Mr. [REDACTED]

OTHERS PRESENT : Miss [REDACTED]

I. AUTHORITY: Pursuant to authority vested in the CIA Property Survey Board by a directive dated 7 March 1949, from the Director of Central Intelligence, a meeting was held in Room 200, 2210 E Street, N. W., Washington, D. C. on 24 May 1949.

II. MINUTES: The Minutes of meeting held 17 May 1949 were approved.

III. PROPOSED ADMINISTRATIVE INSTRUCTIONS RELATIVE TO PROPERTY DISPOSITION: It was proposed by the Property Survey Board that Administrative Instructions Nos. 40-11/1 and 40-11/2 pertaining to paragraphs 2 b and c of Administrative Instruction No. 40-11, dated 7 March 1949, be prepared and submitted to Management Office for approval and distribution. Drafts of the foressaid Administrative Instructions are attached hereto.

#### SURVEY REPORTS

##### Domestic

#### IV. RECONSIDERED CASE:

A. 00068 - Survey of Communication Supply Account No. 1

1. Action was deferred on this case at a meeting held 17 May 1949 pending review of report by the Board members.

2. In accordance with Administrative Instruction No. 40-11, paragraph 2-b, dated 7 March 1949, it was the Board's decision to recommend to the Executive that [REDACTED] be relieved of responsibility of items listed on Attachment No. 1 of this survey.

#### V. NEW CASES:

A. 00090 - Damages to 1948 Pontiac Station Wagon, Model No. P6PB, Engine No. P6PB-12589, U. S. Plates No. 3338 Responsible individual [REDACTED]

1. It was the decision of the majority of the Board that due to lack of proof of gross negligence, recklessness, or willful acts on the part of the responsible individual he be relieved from responsibility for the damage to the subject Government property.

B. 00091 - Damages to 1948 Pontiac Station Wagon, U. S. Plates No. 2585, Engine No. P6PB-8049, Responsible individual [REDACTED] in the amount of \$357.07

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1. It was the unanimous decision of the Board that the responsible individual be relieved of pecuniary charges for damages to the vehicle and that said survey be referred to General Counsel's Office for further action.

VI. ADJOURNMENT: On a motion of the Chairman the meeting was adjourned at 1015 hours.

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[REDACTED]  
Chairman  
CIA Property Survey Board

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. 40-11/1

25 May 1949

SUBJECT: Property Disposition

In accordance with authority granted by the Director of Central Intelligence to the Property Survey Board in Administrative Instruction No. 40-11, paragraph 2-c, dated 7 March 1949, Property Survey Board (Overt) has designated the Deputy Services Officer (Overt) to act for the Board in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. 40-11/2

26 May 1949

SUBJECT: Property Disposition

1. In accordance with authority granted by the Director of Central Intelligence to the Property Survey Board in Administrative Instruction No. 40-11, paragraph 2 c, dated 7 March 1949, the Chief of the Supply Division, Services Branch, is designated to act for the Board in matters pertaining to the disposition or destruction of unserviceable, obsolete, or surplus property in the custody of CIA, subject to the following conditions:

a. The Chief, Supply Division will, upon receipt of certification from the appropriate officer, dispose of unserviceable or obsolete property in accordance with existing and applicable U. S. Government regulations.

b. The Chief, Supply Division, will, upon the receipt of certification from the appropriate officer that serviceable property is excess to his needs, determine whether such property is surplus to the needs of CIA and proceed in accordance with existing and applicable U. S. Government regulations.

c. Appropriate Officers, as referred to in a and b above, will be the following:

(1) The Chief, Communications Division, for all Communications technical equipment except that utilized by [REDACTED]

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(3) The Deputy Services Officer (Covert) for all "Operational Supplies."

(4) The Deputy Services Officer (Overt) for all other Government property in the custody of CIA.

d. The appropriate officers referred to in 1-a and b above in making the necessary certifications will be guided by normal government practices and standards insofar as the requirements of the office concerned permits, and where there are deviations from such practices and standards they will supply necessary justifications in support of their certifications.

e. The Chief, Supply Division, will file information reports with the Property Survey Board as notification of and authority for actions taken in accordance with the authority delegated in paragraph 1 of this instruction.

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f. The Chief, Supply Division, will utilize the facilities of General Counsel in connection with the applicable government regulations and be guided by Counsel's decisions and opinions.

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